

4 November 1947

COMMENTS ON CORRESPONDENCE MANUAL

1. Analysis of memorandum involves question of theory of Correspondence Manual; to restate, [redacted] draft is predicated on fundamentals being used as guide, with implementation being left to authoring offices, whereas [redacted] comments penetrate the area of implementation and introduce additional and more detailed guides.

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2. The comments in general are excellent, and it would appear that the only question to be resolved is whether (1) the manual should continue with further implementation based on accepted authorities, or (2) the line of demarcation can be drawn on the basis of present remarks.

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3. Although additional discussion might prolong the issuance of the Correspondence Manual, it would appear advisable to utilize the talent of personnel available for administrative objectives of this character.

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[redacted]  
Assistant Chief,  
Services Branch

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*Given to Mr. [redacted] with draft  
of Correspondence Manual.*

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NO CHANGE in Class.

DECLASSIFIED

Class. CHANGER TO:	IS	S	C
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Date: 05 APR 1978 By: [redacted]

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